JOB DESCRIPTION

GRADUATE ADMISSIONS COUNSELOR

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Graduate Admissions Counselor</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Enrollment &amp; Admissions Department</td>
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<td>Reports to:</td>
<td>Associate Director of Postgraduate</td>
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<tr>
<td>Supervises:</td>
<td>None</td>
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<td>Last Updated on:</td>
<td>January 10, 2018</td>
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Job Purpose

The role of this position is to help the graduate recruitment efforts via corporate outreach visits, contact and follow up with potential students throughout the recruitment cycle, meeting and counseling walk-ins / potential students and provide administrative support to the postgraduate office.

Main Duties and Responsibilities:

- Generate leads through professional prospecting tools.
- Handle telephone, online and walk-ins’ enquiries
- Assist in monitoring and enforcing graduate admission regulations and deadlines.
- Help in the follow-up work required for the potential students
- Process, edit and distribute acceptance / denial letters, and assist the data processing
- Assist in all students’ recruitment fairs and events and ensure delivering the correct information about all the programs to students professionally.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.

Required Minimum Qualifications

- Bachelor’s degree from an Accredited University in Business Administration, Education or related fields.
- Minimum of 1 year of working experience, preferably in similar / related role.
- Flexible on working hours (Including weekends and evenings if needed).
- Bilingual Fluency (English and Arabic Languages)
- Excellent communication and interpersonal skills
- Advanced organizational, planning and multi-tasking skills
- Ability to represent the institute in a professional manner